

MST

MONTEREY-SALINAS TRANSIT

TRANSIT DISTRICT MEMBERS:

*City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas
City of Sand City • City of Seaside • City of Soledad • County of Monterey*

MST HIGHLIGHTS JULY 12, 2010 BOARD MEETING

MONTEREY-SALINAS TRANSIT DISTRICT GOVERNANCE

The MST Board took action on the following items to reflect the new Monterey-Salinas Transit District: 1) Adopted By-Laws; 2) Conducted election of officers; 3) Adopted FY 2011-2013 Strategic Plan; 4) Adopted FY 2011 budget; 5) Adopted master resolution approving existing policies; and 6) appointed Board Committee assignments.

APPRECIATION FOR TRANSIT ADVOCACY

The MST Board adopted Resolution 2011-01 expressing appreciation to Assembly member Anna Caballero for transit advocacy. Assembly member Caballero introduced AB 644 Monterey-Salinas Transit District Act to accomplish the transformation to a District and worked tirelessly to build support for the bill among her fellow legislators and Governor Schwarzenegger. AB 644 was signed into law on October 11, 2009.

JULY EMPLOYEE OF THE MONTH

The MST Board adopted Resolution 2011-02 recognizing Elizabeth Torres, Coach Operator, as Employee of the Month for July 2010. Elizabeth was the key factor in recognizing and reporting the diesel fuel spill that occurred on June 4, 2010. She had the presence of mind to accurately assess the situation and report the spillage in a timely manner to the Communication Center thereby preventing the situation from becoming far worse that had it remained undetected.

APTA DUES

The MST Board approved the expenditure of \$26,000 for American Public Transit Association (APTA) dues for Fiscal Year 2010-2011. The American Public Transportation Association is the national advocacy group for public transit. APTA represents MST's interests on a national level through lobbying and testifying before Congress on transit-related issues, as well as through its transit research programs, publications, industry standards and overall industry image building on behalf of transit. In light of the economic downturn, APTA has kept dues for transit agencies at the same level for the last three years and has once again held them constant for a fourth year.

PACIFIC GROVE TROLLEY DEMONSTRATION UPDATE

The MST Board: 1) Received an update on the Pacific Grove trolley demonstration project planned for August 12-22, 2010; and 2) Approved Resolution 2011-04 requesting the transfer of two Optima trolley buses from Central Oklahoma Transportation and Parking Authority to Monterey-Salinas Transit.

LIMITED ENGLISH PROFICIENCY PLAN

The MST Board approved MST policy #2011-01 Limited English Proficiency Guidelines and accompanying Language Assistance Plan to assure equal access to MST public information and customer services for persons with limited English proficiency in accordance with State and Federal law.

AFFIRMATIVE ACTION PLAN

The MST Board approved the new 3-year Affirmative Action Program for submittal to FTA.

ASSETWORKS, INC. MAINTENANCE AGREEMENT

The MST Board of Directors authorized the General Manager/CEO to execute a contract with Assetworks, Inc. for one year of service maintenance with an option for two additional years at a cost not to exceed \$100,000.

In April 2005, MST implemented the Assetworks Inc. Maintenance system. The system is used to keep track of the maintenance requirements of the fleet of buses and support vehicles as well as monitoring inventory and creating work orders for bus and facilities work control. The fleet fuelling system is also covered by this agreement. Due to the complex and proprietary nature of the system software, MST does not have the ability to retain the services of another vendor for this service, nor does it have the internal expertise to fully maintain the software. Also, with the maintenance agreement MST is eligible to receive software updates that enhance functionality at no additional cost.

STATE LEGISLATIVE SERVICES

The MST Board: 1) awarded a three-year contract to JEA & Associates, Inc. for state legislative consulting services; and 2) authorized staff to extend the contract for up to two additional one-year periods.

SECURITY FOOT PATROL SERVICES

The MST Board: 1) awarded a three-year contract to First Alarm Security & Patrol, Inc. of Aptos, CA in the amount of \$102,310 for the first year of security foot patrol services; and 2) authorized staff to extend the contract for up to two additional one-year periods, for an amount not to exceed \$209,330.

The service includes on-site security in a cost effective, efficient and professional manner, which properly safeguards and protects personnel and property of MST, thereby creating a safe and secure environment for MST staff and the riding public.

FINANCIAL AUDIT SERVICES

The MST Board awarded a three-year contract to Vavrinek, Trine, Day, & Co, LLP for annual financial audit services in the amount of \$90,000 for the fiscal year ending June 30, 2010 through 2012.

Federal and State laws require financial audit services be performed each year by a certified public accountant. The audit covers the general purpose financial statements for the year, compliance with laws and regulations related to federal financial assistance, and a Schedule of Federal Financial Assistance. In addition, the auditor provides information and support in the preparation of the California State Controller's Report and the Federal Transportation Administration's National Transit Data Base Report and PTMISEA compliance.

LINE OF CREDIT

The MST Board approved a line of credit in the amount of \$500,000 for operating expenditures to address short-term cash-flow difficulties.

Given the uncertainties and delays that have occurred at the local, state and federal levels with regards to transit funding, there are times – usually near the end or beginning of the fiscal year – when short-term cash flow becomes problematic. This line of credit would cover operating expenses on a short-term basis.

